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1994/07/28

ROUTINE

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EAP/L CARDS CENTER

INCOMING

OVIP (10) 2

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ACTION: CM (05)

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INFO: EAP (04) P (01) RA (01) EP (02) EX (01) PMO (01) UN (01)
CORG (01)

----- 28/1116Z A2 CB (TOTAL COPIES: 017)

ACTION EAP-00

INFO LOG-00 AMAD-01 CASH-00 EB-00 TEDE-00 ADS-00 SS-00
/003V

-----617C86 281107Z /38

R 281059Z JUL 94

FM AMEMBASSY BEIJING

TO SECSTATE WASHDC 2360

USDOC WASHDC

INFO AMCONSUL HONG KONG

AMCONSUL GUANGZHOU

AMCONSUL SHANGHAI

UNCLAS BEIJING 03238

United States Department of State
Office of FOI Privacy, & Classification Review
Review Authority: RMARTENS
Date: 11/01/96
Case ID: 94030752

USDOC FOR 4420/IEP/RAP/DPH/DFOREST/CMQUEEN

USDOC FOR 3132/010/RAP/KCOCHRAN/ASTERLING

STATE FOR RAP/CM

E.O. 12356: N/A

TAGS: BMGT, BBSR, OVIP (RONALD BROWN), CH

SUBJECT: BUDGET FOR VISIT OF COMMERCE SECRETARY BROWN TO
BEIJING AUGUST 27-30REFS: A) FAX DATED JULY 21 FROM YARMY/KEMP, B) VARIOUS
FAXES FROM DIRECTOR OF ADVANCE M. DAY

1. PLEASE FORWARD THIS CABLE TO DIRECTOR OF ADVANCE

MICHELLE DAY.

2. SET FORTH BELOW IN THE REQUESTED FORMAT IS A PROPOSED
BUDGET FOR SECRETARY BROWN'S VISIT TO BEIJING AUGUST 27-
30, ACCOUNTING FOR ALL EQUIPMENT, ROOMS AND PERSONNEL
REQUESTED TO DATE, BEGINNING FROM FRIDAY, AUGUST 12
THROUGH THE SECRETARY'S DEPARTURE FROM BEIJING AUGUST 30.3. POST REQUESTS THAT FUTURE COMMUNICATIONS BE BY MEANS
OF CABLE (WITH BACKUP FAX WHERE DEEMED DESIRABLE). POST
WILL BY SEPTEL ADDRESSES ISSUES CONCERNING THE REQUESTED
APPLICATION TO USE RADIOS AND PRESS MATTERS.

SUMMARY BUDGET

4. OUR NOTIONAL BUDGET BASED ON REQUESTS RECEIVED BY FAX
IS SET FORTH BELOW. COMMENTS ON POST'S ABILITY TO
FULFILL THOSE REQUESTS START IN PARAGRAPH 5.A. STAFF (BEING PREPARED BY MICHELLE DAY, DIRECTOR OF
ADVANCE, EXECUTIVE SECRETARIAT)

B. HOTEL RENTAL OF SPACE:

-- 15 ROOMS FOR ADVANCE/SECURITY FROM 8/12-8/31	54,000
-- OFFICIAL DELEGATION (EST 100), 8/27 - 8/30	71,300
-- SECRETARY CONTROL (GARDEN SUITE), 8/12-8/31	12,075
-- BUSINESS CONTROL (DELUXE), 8/22-8/30	1,700
-- PRESS CONTROL (DELUXE), 8/25-8/31	2,200
-- INTER-AGENCY CONTROL (DELUXE), 8/25-8/31	1,300
-- EMBASSY LIAISON (DELUXE), 8/27-8/30	720
-- SECRETARY SUITE (SPECIALTY), 8/27-8/30	3,855
-- MEETING ROOMS	800
SUBTOTAL:	147,960

NOTES:

1. 15 PERCENT SURCHARGE MAY BE WAIVED ON SOME ROOMS.
2. COST OF SECRETARY'S SUITE MAY BE REDUCED; CHINA WORLD HOTEL HAS OFFERED TO UPGRADE THE SECRETARY TO A GARDEN SUITE AT THE DELUXE ROOM RATE OF USD 155. HE CONSERVATIVELY USED FULL ROOM RATE FOR A LARGER SPECIALTY SUITE.
3. HOTEL HAS ALSO OFFERED TO UPGRADE U/S GARTEN (SHOULD HE ACCOMPANY THE SECRETARY) TO A PARLOR SUITE AT THE DELUXE ROOM RATE OF USD 155.

C. TRANSPORTATION:

-- LIMO	500
-- ONE VAN AND TWO ADVANCE CARS	2,000
-- 30 DELEGATION VEHICLES	7,000
-- BUS	1,200
-- LOCAL TAXI WIRE	1,800

SUBTOTAL:

11,700

D. EQUIPMENT RENTAL/COMMUNICATION:

-- 15 IDD PHONE/FAX LINES	5,000
-- NINE COMPUTERS	27,000
-- FIVE LASER PRINTERS	5,000
-- SIX FAX MACHINES	1,000
-- ONE LARGE COPIER	700
-- ONE SMALL COPIER	300
-- ONE SHREDDER (EMBASSY TO PROVIDE)	0
-- 15 CELL PHONES	7,500
-- 15 RADIOS (ADVANCE TO BRING)	0
-- 15 PACERS	100
-- TRANSLATION EQUIPMENT: N/A	
-- TRANSFORMERS	1,000
-- TRAVEL COST FOR RADIO TECHNICIAN	3,500

SUBTOTAL:

51,500

NOTE: IF POST HAS TO PROVIDE RADIOS, IT WILL COST USD 30,000 TO BRING THEM IN FROM BANGKOK.

E. PRINTING/REPRODUCTION:

-- PRINTING:	5,000
-- REPRODUCTION:	1,000
-- POSTAGE DOMESTIC AND INT'L:	1,000

-- COURIER DOMESTIC AND INT'L:	1,200
-- FAX AND PHONE CALLS:	16,000

SUBTOTAL:

24,200

F. SUPPLIES:

-- PER MEMO DATED JULY 11 FROM M. DAY:

SUBTOTAL: 2,600

G. PERSONNEL CONTRACT SERVICES:

-- OVERTIME	13,400
-- CONTRACT PERSONNEL	8,000
-- INTERPRETERS/ADVANCE (SIX FOR 20 DAYS AT USD 200/DAY)	24,000
-- INTERPRETERS/DELEGATION	

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C20 FOR FOUR DAYS AT USD 200/DAY/ 16,000

-- INTERPRETER FOR SECRETARY (W/A IN BEIJING)

-- PHOTOGRAPHER

FOUR DAYS AT USD 500/DAY)

2,000

-- MISC.

5,000

SUBTOTAL:

68,000

NOTES:

1. COSTS FOR TAKING EMBASSY INTERPRETER JIM BROWN TO SHANGHAI AND GUANGZHOU (WILL HE BE NEEDED IN HONG KONG?) WOULD INVOLVE DAILY RATE PER DIEM OF USD 61/DAY FOR GUANGZHOU AND USD 95/DAY FOR SHANGHAI, PLUS ROOMS AT THE RATE QUOTED TO YOU BY THE OTHER POSTS. WE ASSUME THE SECRETARY WOULD TAKE HIM ON THE OFFICIAL PLANE, AS TRAVELLING BY COMMERCIAL AIR WOULD MAKE HIM MISS MANY EVENTS IN THE SECRETARY'S TIGHT SCHEDULE.

2. FREE-LANCE PHOTOGRAPHER JOHN CURRIE NORMALLY CHARGES USD 500/DAY, WHICH INCLUDES THE COST OF FILM AND DEVELOPING. HE IS FREE TO TRAVEL WITH THE SECRETARY TO SHANGHAI, GUANGZHOU AND HONG KONG, IF DESIRED. AT EIGHT

DAYS (8/27-9/3) HIS TOTAL FEE WOULD BE USD 4,000, PLUS THE COST OF HOTEL ROOM IN THOSE CITIES AND RETURN AIRFARE FROM HONG KONG (ASSUMING HE WOULD ALSO FLY WITH THE SECRETARY ON THE OFFICIAL PLANE, AS FLYING COMMERCIAL AIR WOULD CAUSE HIM TO MISS MANY EVENTS), WHICH RUNS ABOUT USD 300 FOR ECONOMY CLASS.

TOTAL (B - C): USD 306,600

H. HOSPITALITY:

-- AMBASSADOR DINNER 8/27 (40 PEOPLE AT USD12/HEAD) 500

-- POSSIBLE LUNCH 8/29 (100 PEOPLE AT USD28.75/HEAD PLUS DRINKS AT CHINA WORLD HOTEL) 3,500

SUBTOTAL: USD 4,000

GRAND TOTAL (B-H): USD 310,600

310,600

POST COMMENTS

5. POST IS STILL WORKING ON THE EQUIPMENT REQUESTS. COSTS FOR THE NINE REQUESTED PERSONAL COMPUTERS AND FIVE LASER PRINTERS ARE BASED ON THE COST OF PURCHASING THEM HERE. WE UNDERSTAND THE ADVANCE TEAM CAN BRING THE WORD PERFECT SOFTWARE WITH THEM.

6. POST IS CONCERNED THAT WE MAY NOT BE ABLE TO STAFF THE ADVANCE CONTROL ROOMS IN THE MANNER BEING REQUESTED (I.E., 24 HOURS A DAY 15 DAYS IN ADVANCE OF SECRETARY BROWN'S ARRIVAL). EMBASSY PERSONNEL WILL NOT BE

AVAILABLE TO STAFF CONTROL ROOMS UNTIL JUST PRIOR TO THE SECRETARY'S ARRIVAL. FOR THE MARCH VISIT BY SECRETARY CHRISTOPHER, FOR EXAMPLE, THE ADVANCE TEAM SET UP A CONTROL ROOM IN THE EMBASSY (WHICH MADE COORDINATION, STAFFING AND HANDLING CLASSIFIED MATERIALS SUBSTANTIALLY EASIER THAN IT WOULD BE IF THE ADVANCE CONTROL ROOMS ARE LOCATED IN THE CHINA WORLD HOTEL AS PROPOSED). STAFFING DID NOT GO ON A 24-HOUR BASIS UNTIL 12 HOURS PRIOR TO SECRETARY CHRISTOPHER'S ARRIVAL.

7. AT THE TIME OF SECRETARY BROWN'S VISIT, THE EMBASSY WILL ONLY HAVE SEVEN SECRETARIES EMBASSY-WIDE TO SUPPORT ONGOING OPERATIONS AS WELL AS HELP WITH THE CONTROL ROOMS AND VISIT GENERALLY. IT WILL NOT BE POSSIBLE TO STAFF THE CONTROL ROOMS AS REQUESTED FOR THE SECRETARY'S

CONTROL ROOM, TWO SECRETARIES AT A TIME FROM 07:30 TO MIDNIGHT AND SOMEONE MIDNIGHT TO 07:30 DAILY FROM THE WEEKEND OF AUGUST 13 THROUGH THE SECRETARY'S VISIT; ONE SECRETARY 07:30 TO MIDNIGHT FOR THE BUSINESS CONTROL ROOM FROM AUGUST 22 ONWARD; AND STAFFING ON A SIMILAR BASIS FOR THE TWO OTHER CONTROL ROOMS FROM AUGUST 25 ONWARD, WITHOUT SUBSTANTIAL TEMPORARY OUTSIDE HELP. POST IS ADVERTISING IN THE AMERICAN COMMUNITY FOR EIGHT TO TEN TEMP SECRETARIES TO BE HIRED TO WORK 12-HOUR SHIFTS.

8. WHILE MOVING AHEAD TO TRY TO LOCATE THE REQUESTED PERSONNEL, POST ASKS THAT THE SECRETARY'S ADVANCE TEAM RECONSIDER THEIR ADVANCE CONTROL ROOM LOCATION AND STAFFING REQUIREMENTS.

ROY

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